Selecting and Reporting
2015-16 CTE Programs of Study

ALL state approved CTE Programs of Study, and any prior year approved CTE Special Programs of Study (SPOS), that a school district plans to offer for the 2015-16 school year must be selected and submitted to the department no later than Feb. 27, 2015.

This selection process is extremely important. School districts must declare at least one program of study for a given school year in order to receive Carl Perkins IV funding for that school year.

Selection and Reporting Process

When selecting a program of study, please use the 2015-16 Program of Study as your primary reference. It will list all approved 2015-16 programs of study and courses. Before starting the selection process, please review the Open Enrollment Guide. This guide provides important program of study and course information for each of the 16 career clusters promoted by the department.

Login Procedure

(The program of study reporting application is a state secured, authorization application.)

1. Click https://www.k-12.state.tn.us/authorize/login.aspx to open the State Login Authorization screen
2. Log in using your eTIGER user id and password
3. Select the "Program of Study" application

Selecting/Reporting 2015-16 Programs of Study by School

1. After selecting the "Program of Study" application, click "School Assignments" located on the "Clusters – Programs of Study" page.
2. Select "School Year 2015-16" and check "District" listed as your district.
3. Select a participating school from your dropdown list. Indicate all programs of study (including prior year approved SPOS), which will be offered at this school for the 2015-16 school year. *(Any previously approved SPOS, which has not expired, will appear with an "s and numeral.")*
4. After selecting the desired programs of study, click "Save Changes." *(Your user id and date will be attached to the selected programs of study.)*
5. Repeat steps 2-4 for each participating school in your district.
6. Once all programs of study have been selected for every participating school in your district, review and confirm your selections by clicking "Print District." *(You may also print this page for your records.)*
7. The courses within a program of study will not appear on the "Print District" screen. In order to view the courses within a particular program of study, please refer to the 2015-16 Program of Study.

Reminder: ALL 2015-16 Programs of Study must be selected and submitted no later than Feb. 27, 2015.

2015-16 Special Programs of Study (SPOS)

If your school district plans to apply for a new (not existing) Special Program of Study, please complete the 2015-16 SPOS Application form. This form should be completed **only** if more than one of the courses you want to offer differ from a state approved program of study.

Special Program of Study Submission Process

1. SPOS applications must be submitted by email to Melissa Canney at Melissa.Canney@tn.gov no later than **5 p.m. (CST) on May 29, 2015**. Any application received after this date will not be considered for approval.
2. School districts will be notified of final approval status within one (1) month of submission, provided requests for additional information are addressed by the district in a timely manner.
3. Once a new SPOS is approved, you will need to log into eTIGER to select the SPOS for 2015-16 school year no later than July 1, 2015.